J o b A n n o u n c e m e n t

HOUSE MINORITY CAUCUS COMMUNICATIONS COORDINATOR

SALARY RANGE	Negotiable: $10.00 to $35.00
APPLICATION PERIOD	December 1, 2014 – December 10, 2014
AGENCY	House of Representatives, Minority Caucus
LOCATION	Utah Capitol, Room 400
BENEFITS	No Benefits
PART/FULL TIME	Varied

JOB CHARACTERISTICS

The Coordinator will work full-time during the General Legislative Session and part-time as needed during the interim period, under the direction of the House Minority Leader, to coordinate and maximize print and electronic exposure and coverage. The Coordinator will work closely with caucus members, members of the media, advocates, lobbyists and stakeholders involved with the legislative process. The Coordinator will participate with leadership team on message development.

TASKS

Work under the direction of House Minority Leadership; develop issues strategy, media plan, and messaging; organize press briefings and press contacts; work with caucus members to develop and coordinate communications on their specific issues; maintain and update the House Minority web site and blog, and social media; build rapport with members of the media; organize media needs and provide public relations services, as needed.

QUALIFICATIONS

Knowledge of or skills/ability to media production, communication, and dissemination techniques and methods including alternative way to inform via written, oral, and visual media; deal with and interact with people in a professional manner including those from diverse backgrounds; enter, transcribe, record, store or maintain information in either written or electronic form; evaluate information against a set of standards; communicate information and ideas clearly, concisely and effectively, both verbally and in writing; grammar, spelling and punctuation skills; plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines; advocate and defend administration and agency policy with the news and other public media to include determining media strategy, writing press releases, and presenting information to wire services and reporters; ability to handle assignments of a politically sensitive nature on a confidential basis.

EDUCATION

Bachelor's degree in journalism, public relations, political science, or related field or equivalent experience

ADDITIONAL PREFERENCE

Two years of experience working with the media and/or public relations.

SUBMIT RESUMES TO:

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